



NOTES FROM THE DIRECTOR

Dynamic Learning Maps (DLM) has recently notified us of some testing portal issues. Please check the DLM section of this DAC Digest for possible steps to be taken prior to administering the DLM assessments until this issue is resolved. Here is the message from DLM regarding this matter:

With approximately 19,000 students testing simultaneously this morning in the DLM and Kansas general assessment programs, KITE Client and Educator Portal are [experiencing delays](#).

Advance Technology Solutions (ATS) is employing a variety of strategies to reduce delays and improve the system's capacity. ATS and Center for Education and Testing Evaluation (CETE) continue to monitoring the system load and the effect the strategies have on load. **Our main goal is to ensure essential testing activities are working fluidly.** Some strategies include:

- Server capacity and database connections have been increased.
- The database copy used to generate extracts has been turned off in Educator Portal so that any extracts reflect data current as of the evening of Tuesday, April 4.
- Field test testlets will be assigned overnight instead of several times during the day.
- The student tracker schedule for delivering testlets has been modified, but testlets will still be delivered within the published 15-minute timeframe.

We sincerely apologize for the delays and assure you that all teams are working toward identifying how we can stabilize the student's testing experience by reducing the number of non-essential demands on the system. We will provide an update to SEAs again this afternoon before 5:00 p.m. Central time.

We certainly understand the inconvenience caused by this issue and would like to thank you for your patience. We will be working closely with the vendor to resolve this issue as soon as possible.

~Viji

Viji Somasundaram, Director - Office of Student Assessment

WISCONSIN STATEWIDE ASSESSMENT SYSTEM UPDATE

Forward Exam Reminders

- **General**

- Please review the manuals and guides posted on the [DPI Forward Exam Resources Web Page](#) before calling the DRC helpdesk or DPI.
- Please ensure you add all student accommodations in eDIRECT prior to printing test tickets. A student's test ticket will only show online (embedded) accommodations and supports, not standard (non-embedded) ones.
- Please ensure all student keyboards are set to English prior to testing.

- **Chromebook Setup**

- Please ensure all keyboards for students testing on chromebooks are set to "English" prior to testing. If student keyboards are set to "international," students may receive an "invalid character" when using certain character functions while working on the the Text Dependent Analysis essay portion of the test.

If an invalid character message appears on a student test, the proctor would need to assist the student in pausing and exiting the test, go into the system settings and change the keyboard to "English" and then have the student log back into the test.

- **Load Simulations**

- IMPORTANT: Technology readiness steps include use of the Load Simulation in the Device Toolkit and TSM (See Technology User Guide Volume II pp. 58-67 for more information about Load Simulations). Once Load Simulations have been completed, be sure that the "Enable Load Simulation" box is unchecked in the Device Toolkit Configuration page before students begin testing as the Load Simulation may interfere with normal student testing.

Configuration for test load sim default

Configuration for test load sim default

Configuration | Create Configuration Files | Devices | Logs

ORG Unit ID: QyDaiCEUm

ORG Unit Name: test load sim default

Proxy Host: e.g., http://10.3.97.118:8080/
(Proxy host address is only needed when using a Proxy Server. Check with your Network Administrator.)

Enable Auto Update: ☐

Enable Content Caching: ☐

Enable Load Simulation: ☐

TSM Content Caching and Simulation Server Name: e.g., https://xyzzyzyx-legacy-prod.drc-centraloffice.com:8443/

Enable Response Caching: ☐

Update Configuration | Delete ORG Unit | Cancel

IMPORTANT: Be sure to enable load simulations ONLY when you are actually conducting a load simulation test between your TSM and a set of student testing devices (See Technology User Guide Volume II pp. 58-67 for more on conducting load simulations). When preparing for actual student testing (when students are logging in and taking tests) be sure to DISABLE load simulations in the Configuration page of the Device Toolkit.

ACT HIGH SCHOOL ASSESSMENTS

ACT with writing and ACT WorkKeys Reminders

- **ACT Initial Test Date Score Reports**
 - Please review the [2016-17 ACT School and District Report Schedule](#) linked [here](#).
 - Schools receive ACT score reports 3-8 weeks after ACT's receipt of examinee responses. Some schools started receiving reports last week.
 - Reports are shipped in batches, so schools may receive a group of reports and labels from the initial date, another batch from accommodations, and another batch from makeup.
 - Some examinees who tested on Feb 28 will begin receiving their score reports at home as well. These reports are produced and shipped on a rolling basis as the answer documents are processed and scored.
 - Most colleges receive scores electronically from ACT, so they may receive the electronic student score before the physical report makes it to the student's home address.
 - More information on data and use of scores can be found at the [ACT Data and Results](#) page.
- **Updating the Not Tested Information for ACT and WorkKeys**
 - The deadline for entering the reasons students did not test during initial, make up, or emergency test dates is May 15.
 - Please see the email from ACT sent on 3/16 for instructions on how to enter not tested information for individual students or for multiple students at one time.

Aspire Early High School

- **NEW - Deadline for test coordinators to set up online test sessions - April 14**
 - All student accommodations information should be added to the Personal Needs Profile in the Aspire portal.
 - If a student needs a PNP added or updated, this must be completed before placing the student in a test session.
- **NEW - Student Transfers – please check your transfer request queue in the portal**
 - New school: The portal administrator at the new school initiates the transfer.
 - Hover over the Students tab and select Student Transfer Request
 - Complete and submit all required information fields including the name of the previous school.
 - Old school: The portal administrator at the previous school reviews and approves the request.
 - Portal administrator at the previous school selects the Students tab on the top navigation bar in the Aspire portal, then selects the student request queue, and approves/rejects the transfer requests that are pending as soon as possible.
 - This step must be completed to allow the new schools to establish the test sessions for these students.
 - For more details, see [Portal User Guide](#) p. 40-43 or the *Transferring Students* summative training video in the [Aspire TMS site](#).

- **NEW - Portal Guidance for Students Who Attend School Outside the School Of Residence**
 - The ACT Aspire portal has no way to easily manage students who attend school in one district (school/district of attendance), but for accountability purposes need data reported back to the district of residence/accountability. There are two distinct situations that may affect your student data reporting in these situations:
 - (A) Students who attend one of the Wisconsin residential schools or CDEBs (Wisconsin Center for the Blind and Visually Impaired, Wisconsin School for the Deaf, Lakeland School of Walworth County, Syble Hopp Elementary and Secondary School of Brown County)
 - (B) Students who attend a school in a different district than their district of residence per IEP or other educational plan
 - If either of these situations applies to students in your district, please follow the instructions in the **Aspire Portal Guidance Document for Students who Attend Schools Outside Their School of Residence** linked on the [DPI ACT Aspire Test Administration Resources page](#).
- **REMINDER - Instructions for Marking Students as “Will Not Test” in the Aspire Portal**
 - If you have students who will not test either because they are taking the DLM, parent opt out, recently arrived EL, or for another reason, leave the students’ information in the portal and **do not add them to test sessions**.
 - Then, follow the steps below to indicate that the student will not test.
 1. Hover over the Students tab, and select Find Students
 2. Locate the appropriate student by using the search fields
 3. From the same Student's Profile, click on the Testing Accountability tab
 4. Select the Subjects the student is not testing in and select the appropriate Will Not Test reason
- **REMINDER - Change to Test Coordinator Role in Aspire Portal**
 - New this year, there is an update to the Test Coordinator Role in the Aspire portal. Users assigned the Test Coordinator Role are now able to view all test sessions.
 - Proctors or room supervisors should be assigned the Educator role in the Aspire portal.
 - Aspire portal administrators should make this change to user roles as necessary.
 - After updating users’ roles, it may take an hour or two for the new permissions to refresh.
 - For assistance, please contact ACT Aspire Early High School Customer Support at (888) 802-7502.
 - Please note this update is not reflected in the User Role Matrix found in Appendix D, pg 127-140 of the [2017 Portal User Guide](#). Remember that in Avocet, to see the full document, you need to click the download icon in the top right of the window to download.

Reading Readiness

- **REMINDER- REIMBURSEMENT REQUEST FORM**
 - On March 6, DACs should have received an email from DPI Forms Management asking them to submit the Reading Readiness Reimbursement Request Form. The instructions ask DACs to provide information on the number of students screened in the 2016-17 school year, the screening instrument(s) used, and the amount requested for reimbursement.
 - Deadline for submission of the form is **this Friday, April 7, 2017**.

ACCESS for ELLs

- **ELP SCREENER CHANGES for 2017-18**
 - For Grades 1-12
 - WIDA will be discontinuing the W-APT on 8/31.
 - The new screener for these grades is called the WIDA Screener.
 - The WIDA Screener is essentially the current ACCESS test with fewer questions.
 - Administration is identical, but Speaking and Writing are scored locally.
 - Paper versions are available for purchase, while the online version is free.
 - MODEL will not be allowed as a screener for grades 1-12 after this school year, as it's no longer completely aligned with the ACCESS for ELLs test due to last summer's Standard Setting. (See below.)
 - For Kindergarten
 - You can use either the K-WAPT or the K-MODEL for screening.
 - The K-WAPT remains free, and the K-MODEL is still a district purchase.
 - Training
 - Available now on the WIDA Website [here](#).
 - Availability of WIDA Screener
 - We will enable the WIDA Screener after the Forward Assessment ends to allow you to begin using it and training on it.
- **REMINDER - INFORMATION ON STANDARD SETTING IMPACTS**
 - Last summer WIDA undertook a Standard Setting. This revised the ACCESS for ELLs Cut Scores.
 - Student Progress will look different on ACCESS this year. Information is being released over the next few months [here](#).
 - Please note the Overview Flier and Parent information on that page.
 - Recorded webinars explaining the changes can be found [here](#).
- **UPCOMING DEADLINES**
 - **4/21/2017**
 - Score Reports and data files received
 - **4/21/2017-5/4/2017**
 - Post-Reporting Data Validation Window

Dynamic Learning Maps (DLM)

- **NEW - DLM Status for KITE Client** is currently *yellow*. This means that there will be possible delays in testing students. DLM is actively working to resolve any errors you may be receiving. You may continue to test, but may experience intermittent errors until the status is set to green. In the meantime, we suggest that you reboot the testing computer and try again. We will keep you posted with any changes or updates regarding this issue.

Please share the following information with your test administrators:

How to tell if it's a good time to test a student?

Go to <http://dynamiclearningmaps.org/kite>

If the status on the KITE Client is green, you should be good to go. If the status is yellow or red, DLM suggests to avoid testing students if possible.

- **REMINDER - Student Test Tickets and Testlet Information Pages (TIPS)** - Instructions on how to locate student test tickets and Testlet Information Pages can be found in the [Educator Portal User Guide](#) beginning on page 53. Please see the REMINDER below if you are unable to locate test tickets.
- **REMINDER - DLM Test Tickets** will appear in Educator Portal once the test window opens on March 20th. Please remember that test tickets will only appear if a student has been rostered in each required content area and whose First Contact Survey (FCS) has been submitted. Test Administrators must complete the required training and agree to the security agreement in Educator Portal before they will receive test tickets for a student.
- **REMINDER - DLM Test Administration Monitoring-** It is important for district assessment coordinators to monitor the completion of the DLM testlets. Those with the DTC role in Educator Portal are able to download a *DLM Test Administration Monitoring Report* in order to track the number of testlets required and completed. Directions on how to use the Report function can be found in the [Educator Portal User Guide](#) beginning on page 75.
- **REMINDER- Required Number of Testlets Per Grade and Content Area-**The chart below shows the number of testlets to expect during spring assessment. It is organized by grade for each subject area. Wisconsin assesses ELA and math in grades 3-11, science in grades 4 and 8-11, and Social Studies in grades 4, 8 and 10. Test Administrators should verify that they have completed all required testlets before the end of the test window. Students may be assigned Field Test testlets once all of the required operational testlets have been completed. Test administrators will know that it is a field test testlet by the naming convention. Field test testlets will contain a 'R' in the name e.g. ELA RI.3.4 IP **R**4943.

Grade	Math Testlets	ELA Testlets	Science Testlets	Social Studies Testlet
3	6	7	-	-
4	7	7	9	1
5	6	7	-	-
6	6	6	-	-
7	6	6	-	-
8	6	6	9	1
9	6	6	9	-
10	6	6	9	1
11	6	5	9	-

- **REMINDER - Student Mobility During Window** - Every year, students move during the spring assessment window. Several methods are available to move a student from one school to another. Once testing has begun, some methods are highly effective and some are not recommended. The DLM created [document](#), serves as a guide for these methods. Please contact [Kristen Burton](#) or the [DLM Helpdesk](#) for assistance if necessary.
- **REMINDER - Teacher Survey** - DLM staff request your help encouraging teachers to participate in the teacher survey in support of the assessment's validity argument. A teacher survey is assigned for every student in KITE® Client. Teachers are encouraged to administer at least one testlet per content area prior to responding to the survey. Sections inquiring about the teacher's experience only need to be completed once if the teacher receives multiple surveys (one per student). The total survey may include between 8 and 12 items and is estimated to take 5-10 minutes to complete.
- **REMINDER - Spring Assessment Resources** - Materials Collections Lists have been posted on the Educator Resource Pages for [ELA](#), [Math](#) and [Science](#). These are lists of materials by subject and grade, including materials to use with alternate test forms for students with visual impairments. The lists contain materials commonly needed in testlets and materials that may be substituted unless the TIP specifically states that no substitutions are allowed. This gives test administrators more opportunity to prepare for the assessment before the testing window opens.

A [Writing Testlet FAQ](#) has also been updated for spring 2017 and added to the Educator Resource Pages. The DLM writing testlets assess a student's ability to communicate using writing and the precursor skills that lead to writing. The FAQ details how writing testlets are assessed in DLM testlets as well as how to prepare to administer a writing testlet as a test administrator.

- **REMINDER-** DPI has created checklists for [Test Administrators](#) and [District Test Coordinators](#) with the required steps for the DLM assessment. We hope that you find these new tools helpful.

DAC DIGEST DIGESTIBLES

Important Dates to Remember		
April	3: Deadline to set up Proctor Cache.	Aspire
	3-21: Window for technology coordinators to conduct final online technology readiness testing.	Aspire
	14: Deadline to enter PNPs and set up online test sessions.	Aspire
	17-21: Test coordinators receive paper shipment for Braille, Large Print, and ASL.	Aspire
	24-May 26: ACT Aspire testing Window	Aspire
MAY	5: DLM testing window closes	DLM

Important Tasks to Remember

<ul style="list-style-type: none"> <input type="checkbox"/> Review DAC Guide <input type="checkbox"/> Review Accessibility Guide and Training <input type="checkbox"/> Review Test Administration Manual <input type="checkbox"/> Review eDIRECT User Guide - Students and Testing <input type="checkbox"/> Practice with Online Tools Trainings 	Forward
<ul style="list-style-type: none"> <input type="checkbox"/> Encourage Technology Coordinators to view the recorded Aspire Technology Readiness Webinar. <input type="checkbox"/> Manage users and permissions in the Aspire portal. <input type="checkbox"/> Assign room supervisors and proctors the Educator role in the Aspire portal. <input type="checkbox"/> Upgrade to TestNav 8.8 for Aspire testing. <input type="checkbox"/> Setup Proctor Cache for Aspire. <input type="checkbox"/> Register for the Aspire Test Administration Training Webinar. <input type="checkbox"/> Enter PNPs in Aspire portal. <input type="checkbox"/> Set up online test sessions in Aspire portal. 	Aspire Early High School
<ul style="list-style-type: none"> <input type="checkbox"/> Review Data Validation modules <input type="checkbox"/> Plan for Data Validation March 7-15 	ACCESS
<ul style="list-style-type: none"> <input type="checkbox"/> Update secure browser for DLM KITE Client <input type="checkbox"/> Add new users, students and rosters to Educator Portal and <i>validate</i> the data <input type="checkbox"/> Encourage test administrators to complete the required test administrator training as early as possible 	DLM
<ul style="list-style-type: none"> <input type="checkbox"/> Submit the Reading Readiness Reimbursement Request Form by April 7, 2017 <input type="checkbox"/> Ensure relevant team members are aware of the information regarding reading readiness assessment at Reading Readiness Overview and Reading Readiness FAQ 	Reading Readiness

Online Resource Highlights* <i>As new resources are posted to our website, we will include them here for your convenience. This is NOT an exhaustive list, but meant to highlight resources with significant relevance to our upcoming test windows.</i>		
Resource	Description	Assessment
ACT & WorkKeys Report Schedule	Descriptions and delivery dates for district, school, and student-level reports.	ACT/WorkKeys
ACT Data and Results	DPI webpage with links to sample reports and resources for understanding and using ACT reports.	
TestNav 8 Online Support page	Information on upgrading TestNav to 8.8	Aspire
Schedule of Events	Calendar of Aspire dates and deadlines - updated 2/9	
Technology Readiness Webinar	Recording of Aspire Technology Webinar	
ACT Aspire TMS Training Site	Self-paced training modules on a variety of topics related to pre-test tech readiness, assessment preparation, assessment administration, post assessment steps, and reporting & data usage. To access the modules, go to the website, enter your email address, and then select the training videos from the Summative module category.	
ACCESS for ELLs Calendar	Provides an overview of relevant 2016-17 dates	ACCESS
WIDA Resources	Revamped training and manuals for 2016-17	
Educator Portal User Guide	Provides guidance and support for users navigating Educator Portal	DLM
Data Management Manual	Supports data managers with managing user, student, and roster data in Educator Portal	DLM

Test Administration Manual	Supports Test Administrators in preparing themselves and students for the DLM assessment	DLM
OSA Office Hours Webinar - 3/16 recording now posted	The DAC Resources and Trainings page will house our recorded webinar, as well as the accompanying PPT	General
Report Card Resources	Various resources to assist in understanding, explaining, and using the 2015-16 School and District Report Card data	OEA